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State of Utah

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

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To: UDABC Vendors

The UDABC has implemented new standardized requirements for all deliveries received at our central warehouse located at 1625 South 900 West in Salt Lake City. These requirements were implemented to ensure the safe and efficient handling of inbound loads by warehouse personnel; minimize delays; reduce errors; increase service levels; and meet industry Best Practices.

Beginning July 1, 2018 vendors shipping product to the UDABC central warehouse are expected to comply with requirements in the following areas:

- Dock Appointments
- Product Labeling
- Pallet load configuration and pallet dimensions
- Load Integrity
- Documentation
- Advance Shipping Notices
- Mis-shipments
- Parcel shipments

Details of each requirement are listed in the **UDABC DELIVERY REQUIREMENTS** attachment.

Failure to meet the required standards may result in assessorial charges, refused loads or rework of the load by the vendor's representative.

DABC has initiated a Vendor Performance Program which will track adherence to these requirements. Each delivery will be scored according to the standards outlined above and the results will be reported back to the vendor. Aggregate performance results will be compiled and reviewed with the vendor's representative.

Thank you for your cooperation and continued partnership.

James Mangun

James Mangun
Warehouse General Manager
Utah Department of Alcoholic Beverage Control

For further information or questions please contact:

- Justin Broderick, Receiving: 801-977-6846
- Penny Hulse, Purchasing: 801-977-6822
- Website link to **UDABC DELIVERY REQUIREMENTS**: